



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



Career Transfer Opportunity Restricted to Permanent Employees of Los Angeles County

ADMINISTRATIVE ASSISTANT III Bureau of Administrative Services Grants and Contracts Section

ABOUT THE POSITION: The Office of the District Attorney is seeking a highly motivated and experienced individual to fill an Administrative Assistant (AA) III vacancy in the Bureau of Administrative Services, Grants and Contracts Section. The vacancy is located at 201 North Figueroa Street, Suite 1300, Los Angeles, CA 90012.

DUTIES AND RESPONSIBILITIES: This position is responsible for completing a variety of general administrative tasks associated with District Attorney (DA) grants, contracts, and Memoranda of Understanding (MOUs) with private and government funding agencies and/or vendors; administering the grant application process for continued grant funding; preparing Board Letters, program budgets, expenditure and revenue analyses, and Request for Proposals and all aspects of the solicitation process from bid to final contract; tracking grant expenditures; claiming expenditures for reimbursement from our funding agencies; complying with grant reporting requirements; submitting budget modification requests; handling site visits and audits by our funding agencies as well as the Single Audit conducted by the Auditor-Controller's Office; monitoring current contracts to ensure contractor compliance; and analyzing contractual issues to find practical resolutions.

ACCEPTING RESUMES FROM: Permanent employees of Los Angeles County who currently meet **one** of the following requirements:

1. Employees who currently hold the payroll title of AA III.

-OR-

2. Employees who have **one year's** experience as an AA II, Staff Assistant II, or Assistant Administrative Analyst.

-OR-

3. Employees with three years' experience in a staff capacity analyzing and making recommendations for the solution of problems or organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity* in the administrative staff organization of a department or a central administrative staff organization.

***Responsible Staff Capacity** means experience at the level of Los Angeles County's class of AA II, Staff Assistant II, or Assistant Administrative Analyst.

Priority will be given to candidates currently hold the payroll title of AA III and have a background in grants, budget, or accounting. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, copies of the last three performance evaluations, and attendance records for the last two years. **Only the most qualified individuals will be invited to participate in the interview and final selection process.**

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****



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DESIRABLE QUALIFICATIONS:

- Thorough knowledge of the County budget process and cycle.
- Knowledge of administrative procedures and manuals such as Board of Supervisor agenda requirements, County of Los Angeles Fiscal Manual, and grantor program guidelines.
- Ability to prepare grant program and/or project budgets.
- Ability to analyze and recommend solutions to a variety of grant program and project budget issues.
- Ability to effectively manage multiple tasks and shifting priorities.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Strong computer skills and knowledge of computer programs (Microsoft Word, Excel, PowerPoint, Access, etc.).
- Ability to interact effectively with the public, all levels of departmental staff, and various agencies.
- Excellent interpersonal and organizational skills.
- Excellent oral and written communication, grammar, and language skills.
- Ability to organize, prepare, and plan solicitations with interested contractors.
- Ability to oversee contracts and to effectuate contractor compliance.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Kimberly Leong
Special Assistant
Office of the District Attorney
Bureau of Administrative Services
201 North Figueroa Street, Suite 1300
Los Angeles, CA 90012
Telephone: (213) 202-7718
Fax: (213) 250-8757
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NO LATER THAN: THURSDAY, MAY 22, 2014

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